



CITY OF LAS VEGAS

DEPARTMENT OF HUMAN RESOURCES

INFORMATION TECHNOLOGIES MANAGER

OPEN (Job Code 1279527050)

CAREER OPPORTUNITY

This Executive position is not covered under a collective bargaining agreement

OPENING DATE: May 17, 2012 at 7 a.m.
FILING DEADLINE: May 24, 2012 at 4:30 p.m.

Monthly Starting Salary Range: \$7,192.92 to \$10,249.75

Please attach your SUPPLEMENTAL ASSESSMENT to your application.

The purpose of this recruitment effort is to establish an eligible list for future job openings. This is for an Appointive (Non-Civil Service) position.

JOB SUMMARY: This position will direct, manage, supervise and coordinate the assigned programs, activities, and divisions within the Information Technologies Department; to coordinate assigned activities with other city departments, divisions and outside agencies; and to provide highly responsible and complex administrative support to the Director, Information Technologies.

JOB DESCRIPTION:

Complete [Job Description](http://www3.LasVegasNevada.gov/HRJobDescriptions/Default.aspx) can be viewed on our website at <http://www3.LasVegasNevada.gov/HRJobDescriptions/Default.aspx>

MINIMUM QUALIFICATIONS: Unless otherwise noted, minimum requirements must be met at the time of application filing. Attach a copy of any required license(s), certificate(s) and/or degree to your application. For a college or university degree earned outside of the United States, attach certification indicating your degree is equivalent to a degree earned at a regionally accredited U.S. institution.

- Equivalent to a Bachelor's degree from an accredited college or university with major in computer science, information systems, or a related field. Four college-level courses in general business management may be substituted for the year of business management experience.
- Four years of increasingly responsible experience in information technology or systems management, including two or more of the following functions:
 - Systems analysis;
 - Systems design;
 - Computer support;
 - Computer operations;
 - Telecommunications;
 - Computer networking;
 - Geographic information systems;
 - Applications development;
 - Graphic/reproduction services;
 - Project management; or
 - A field directly related to the area of assignment.
- Experience must also include one year of business management and two years of administrative and supervisory responsibility (see Training section in the Job Description for equivalency).

SEE REVERSE FOR MORE INFORMATION

INFORMATION TECHNOLOGIES MANAGER
Job Code 1279527050

WHERE TO APPLY: A city of Las Vegas application form can be downloaded from our website, www.LasVegasNevada.gov, or obtained at the Human Resources Department between 7 a.m. and 5 p.m., Monday through Thursday on the First Floor of City Hall, 495 S. Main Street, Las Vegas, NV 89101. All complete **CURRENT** applications received by the filing deadline will be reviewed. INCOMPLETE, OUTDATED, UNDATED OR UNSIGNED APPLICATIONS WILL NOT BE PROCESSED.

SELECTION PROCESS: The selection process will consist of a review of all applications and resumes with only the most qualified participating in an interview. Final candidate selection will include hiring interview (if applicable). Any individual offered employment will be required to pass a pre-employment hair drug test and complete background check. Some positions may require preliminary background checks.

Persons with disabilities may request a copy of this announcement in an alternative format or make necessary testing arrangements through Recruitment & Employment Services at (702) 229-6315.

The City of Las Vegas offers a comprehensive benefits package for all regular full time employees which includes: **Vacation and Sick Leave:** Annual leave is accrued from the first day worked, and employees are eligible to take annual leave after completion of 6 months continuous full-time service. Sick leave is accrued at 4 hours per biweekly pay period for an annual total of 13 days. **Retirement:** Employees are covered under the State of Nevada Public Employees Retirement System (PERS) as an employer paid agency. Employees are vested upon completion of five years in the retirement system. For details on PERS go to www.nvpers.org. **Health Insurance:** The city pays 100% of the premiums for employee medical, dental and vision premiums. For dependents, the city covers 50% of the premiums, with the employee providing the other 50%. The city is self-funded and medical coverage is a Consumer Driven Health Plan (CDHP); a Preferred Provider Organization (PPO); or a Health Maintenance Organization (HMO). The dental plan is offered-through Preferred Dental and the vision plan is administered by Vision Service Plan (VSP).



City of Las Vegas
Information Technologies Manager

Training and Experience
Supplemental Assessment
(Required)

DIRECTIONS TO APPLICANT:

The City of Las Vegas Department of Human Resources appreciates your interest in this position. To better assist us with our selection process, we are requiring the completion of this supplemental assessment to be submitted with your City application. Civil Service Rules require the completion of the application in its entirety. **You may attach a copy of your resume, but it is the application that will be used to determine your qualifications. Please be thorough.**

This assessment will be used to determine your placement on the eligibility list(s) for consideration for this position. We will be unable to give you further consideration if any part of the application or supplemental assessment form is incomplete. We appreciate your cooperation in assisting us with this process. Check all applicable boxes and give years of experience where indicated.

PLEASE NOTE: Falsification of any information on this assessment will be grounds for immediate disqualification for consideration and/or termination from employment.

I certify under penalty of perjury that all statements and answers contained on this assessment are true.

Signature

NAME: _____
Please print

Social Security Number: _____

Date: _____

Information Technologies Manager
Supplemental Assessment

Please fill out the following information:

College attended:

Degree: Yes ☐ No ☐

Major:

If you do not have a college degree, please indicate the training, work experience, and education that qualify you for this position. Be specific and indicate the amount of time in years and level of experience.

Supplemental Assessment

1. Please describe your experience in leading a multi-functional team (i.e. Data Management, Computer Operations, Computer Infrastructure and System Engineering)

[illegible]

Information Technologies Manager Supplemental Assessment

2. Please describe your experience in developing enterprise wide policies regarding Computer Infrastructure Administration

[illegible]

Supplemental Assessment

3. Please describe your leadership style

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Supplemental Assessment

4. Please describe your approach to handling employee relations issues

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Information Technologies Manager Supplemental Assessment

5. Please describe your experience in process improvement as it relates to Information Technology project teams

[illegible]

Information Technologies Manager

Supplemental Assessment

6. Please describe your experience in presenting issues/ideas/solutions to upper management

[illegible]

Information Technologies Manager

Supplemental Assessment

7. Please describe in detail the infrastructure change management process with which you are familiar.

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